



JOB OPENINGS

Number of Openings:

1

Company Name:

Century Direct

Job Title:

DATA PROCESSING / PRINT PROGRAMMER

Minimum Experience Required:

No experience requirement provided.

Job Description:

Century Direct a marketing services provider specializing in data management, data processing and personalized printing located in Islandia, NY has an excellent opportunity for the following position.

- Process data and letter copy according to customer specifications.
- Produce highly personalized variable laser print applications using GMC Inspire.
- Excellent communication skills and attention to detail
- Experience using GMC Inspire or equivalent application
- Experience with Group 1 Software, Microsoft Office Knowledge of CASS, NCOA, address hygiene
- **Current USPS postal regulation knowledge a plus**

Job Location:

Islandia, New York

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, or by email:

Phone: Durando, Miny (631) 656-5232

Email: durandom@centurydirect.net

BUSINESS SERVICES

Marcus Duffin, Business Services Representative



JOB OPENINGS

Number of Openings:

4

Company Name:

Express Employment Professionals

Job Title:

Clerical/Reception/Customer Service Positions

Minimum Experience Required:

No experience requirement provided.

Job Description:

We currently have available multiple great career opportunities for receptionists, clerical, and customer service people for offices located in the **Hauppauge, Holbrook, Deer Park, and Holtsville areas!!!**

Responsibilities vary by position but include: basic office services and support including answering phones, handling email, and servicing accounts.

Salary starts at \$12-14/hour depending upon opportunity and experience.

Requirements: * Dependable and trustworthy * Great personality and customer service skills * Ability to work independently and multi-task in a fast paced environment * Good computer skills including MS Office (Word and Excel) * **Bilingual is a plus**

Job Location:

Long Island Locations, New York

Pay:

\$12.00 - \$14.00 Hourly

Duration:

Full Time, Regular

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, or by email:

Phone: buscarino, rebecca (631) 406-4064

Email: rebecca.buscarino@expresspros.com

BUSINESS SERVICES

Marcus Duffin, Business Services Representative



JOB OPENINGS

Number of Openings:

1

Company Name:

Express Employment Professionals

Job Title:

Driver/Laborer

Minimum Experience Required:

1 year

Job Description:

We currently have available a great career opportunity for several full time laborer/drivers at an energy efficiency company with a rapidly growing business in the 'green' industry.

Responsibilities include:

- Installation of fiberglass insulation and caulking of windows in residential homes.

This opportunity offers tremendous growth potential for the right individual. Hours are Monday thru Friday 7am-4pm. Salary starts at \$15/hour

Requirements: * Must have a clean driver license with DMV abstract to support (please provide prior to interview) * Must have at least 1-2 years' experience as a trade helper (construction, plumber, etc.) * Must be dependable and hardworking * Must be able to fit in tight spaces and handle hot environments such as attics * Must be able to use small hand tools

Job Location:

Islandia, New York

Pay:

\$15.00 Hourly

Duration:

Full Time, Regular

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

Class D (Operator)

How to Apply:

To apply, contact the employer by telephone, or by email:

Phone: buscarino, rebecca (631) 406-4064

Email: rebecca.buscarino@expresspros.com

BUSINESS SERVICES

Marcus Duffin, Business Services Representative

JOB OPENINGS

Number of Openings:

1

Company Name:

Express Employment Professionals

Job Title:

Delivery Driver

Minimum Experience Required:

1 year

Job Description:

We have available a great opportunity for a full time delivery driver in a very friendly manufacturing distribution center located in the Hauppauge area. The qualified candidate will be delivering garage doors and openers in the tri state area, as well as loading and unloading a 24ft truck. This opportunity offers training, tremendous career potential within the company for the right individual, and a full benefits package!

Requirements:

- * Must be at least 21 years of age
- * Must have 1-3 years of delivery driver experience or a CDL B license
- * Must have a clean license
- * **Bilingual is a big plus!**

Job Location:

Commack, New York

Duration:

Full Time, Regular

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

Class B (Truck/Bus > 26,000)

How to Apply:

To apply, contact the employer by telephone, or by email:

Phone: buscarino, rebecca (631) 406-4064

Email: rebecca.buscarino@expresspros.com

BUSINESS SERVICES

Marcus Duffin, Business Services Representative